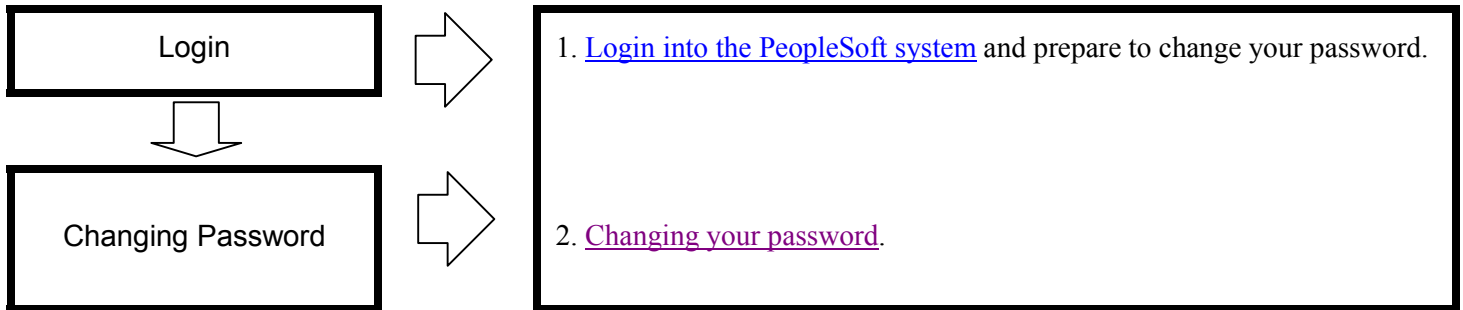


How do I change my password?

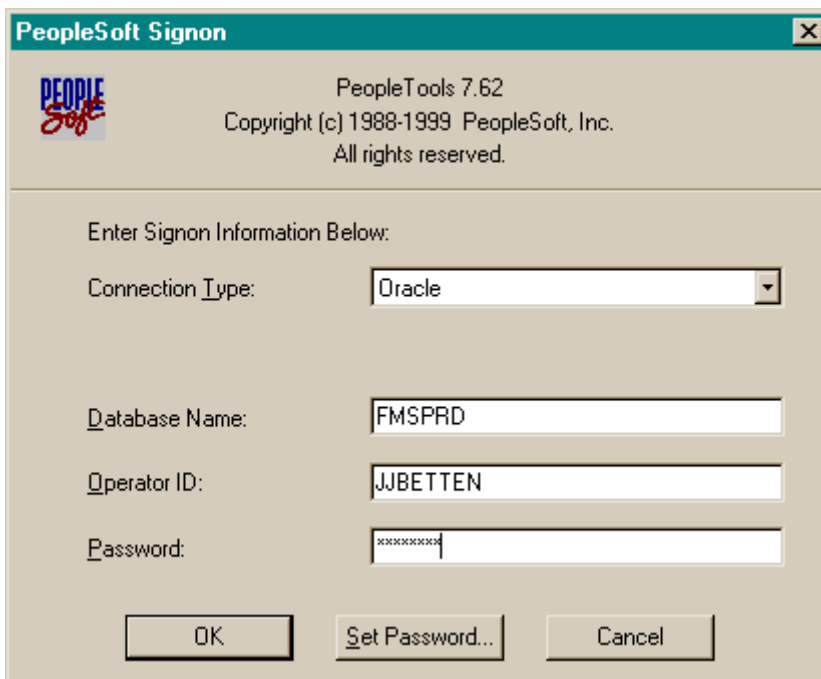
Prior to the working a purchase order you must source the original requisition.



How do I change my password?

Step 1: Login

- Launch the PeopleSoft Signon from the Novel Application launcher.
 - Connection type “Oracle” (Defaulted)
 - Database Name “FMSPRD” (Defaulted)
 - Enter your login name. (UPPERCASE only)
 - Password is your login name (lowercase only)



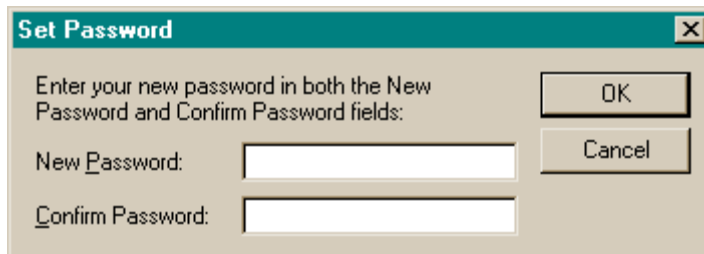
The image shows a screenshot of the 'PeopleSoft Signon' dialog box. The title bar is green with the text 'PeopleSoft Signon' and a close button. The main area has a tan background. At the top left is the 'PEOPLE Soft' logo. To the right of the logo, it says 'PeopleTools 7.62' and 'Copyright (c) 1988-1999 PeopleSoft, Inc. All rights reserved.' Below this, it says 'Enter Signon Information Below:'. There are four input fields: 'Connection Type' with a dropdown menu showing 'Oracle', 'Database Name' with the text 'FMSPRD', 'Operator ID' with the text 'JJBETTEN', and 'Password' with a masked field showing 'xxxxxxxx'. At the bottom, there are three buttons: 'OK', 'Set Password...', and 'Cancel'.

- Click “Set Password”

How do I change my password?

2. Changing Password

You will access the “Set Password” panel.



A screenshot of a "Set Password" dialog box. The dialog has a title bar with the text "Set Password" and a close button (X). The main area contains the instruction "Enter your new password in both the New Password and Confirm Password fields:". Below this instruction are two text input fields. The first field is labeled "New Password:" and the second field is labeled "Confirm Password:". To the right of the input fields are two buttons: "OK" and "Cancel".

Type in your new password and confirm your password and click “OK”

The system will now continue.